

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

DOCUMENT DIVISION, OCR

17 September 1962

MEMORANDUM FOR: All Employees

SUBJECT : Security of the Main Room

1. The security problem in the main room after normal working hours has been complicated by the faulty locks and a lack of security consciousness on the part of those individuals departing after 1630.
2. The Physical Security Division has promised us new locks, but those in use can be safely locked with a little effort. Security is an individual responsibility, and no individual should leave the secure area after 1630 without assuring himself that the door has properly locked. However, in addition to these individual responsibilities, the following requirements now apply:
  - 1) All persons not working after 1630 will depart promptly.
  - 2) Any individual leaving (temporarily or permanently) after 1635 will check out with the person in charge of security for overtime and use the door to which he is directed.
  - 3) The Staff Duty Officer will report any violations of these procedures to my Office.
  - 4) These instructions do not modify the requirement that the last person to leave must check all doors.

  
Chief, Document Division

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